

ADMINISTRATIVE - INTERNAL USE ONLY

PROCUREMENT MANAGEMENT STAFF, OL
WEEKLY REPORT
Week Ending 20 December 1988

1. Status of Tasks Assigned by Senior Management:

A review of audits from the Commercial Audit Operations Group, Office of Financial Management (OFM/CAOG), was completed in conjunction with the Procurement Executive, OL, to assess the gravity of "abusive" practices by an Agency contractor. Both the contractor and OFM/CAOG have been asked to provide additional information relative to the conclusions contained in the OFM/CAOG reports. [redacted]

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2. Major Events That have Occurred During the Preceding Week:

a. Procurement Management Staff (OL/PMS) received a request from the Collection Requirements and Evaluation Staff, Directorate of Intelligence (DI/CRES), asking that a recent OL denial of its purchase request for six Toshiba lap top personal computers (PCs) be reversed. The basis for reconsideration of this request was DI/CRES' understanding that the total ban on the purchase of Toshiba products, appearing in the Federal Register on 21 March 1988 (53 FR 9188), was modified by an Executive Order issued in August 1988. DI/CRES understood this Executive Order modification permitted agencies to purchase Toshiba products that were assembled in the United States. OL/PMS and the Logistics and Procurement Law Division, Office of General, knew of no such Executive Order nor could they find it in the Lexis/Nexis database. Consequently, OL/PMS notified the concerned individuals in DI/CRES that the request to purchase the Toshiba lap top PCs was again denied. They were also informed that the only justification acceptable to OL for which purchase of any Toshiba product would be granted was one which clearly represented a compelling operational necessity related to national security interests. [redacted]

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c. Personalized workstation user manuals were distributed to all Core Team members. These manuals were prepared by OL/PMS and

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SUBJECT: OL/PMS Weekly Report for the Period Ending 20 December 1988

STAT include instructions on the concept of operation of a Novell local area network, security procedures, accessing the network, applications software, selecting a printer and tutorials, plus the FARA system. [redacted]

STAT d. During this reporting period, a meeting was held at the request of the Information Management Staff (IMS), Directorate of Operations (DO), to discuss acquisition strategies in support of DO automated data processing requirements. An initial plan was formulated to accommodate IMS concerns. [redacted]

STAT e. [redacted] the Contract Officer Intern Program administrator, met individually with three interns who are nearing program completion. The purpose of the meeting was to review their accomplishments and to provide guidance regarding the submission of self-assessments. [redacted]

STAT f. On 13 December, [redacted] represented OL at a meeting of the Industrial Review Panel (IRP). Four cases were presented for discussion and disposition. [redacted]

STAT g. [redacted] reported that the December issue of the Procurement Newsletter has been forwarded to Printing and Photography Group, OL, for printing and should be ready for distribution the week of 19 December. [redacted]

STAT h. CONIF personnel input 201 contract and 131 amended actions into the CONIF system during this reporting period. [redacted]

3. Upcoming Events:

STAT The Agency Contract Review Board will convene on 20 December. Questions have been prepared and distributed to all Board members and others, as appropriate. [redacted]

4. Management Activities and Concerns:

STAT [redacted] reported to Procurement Management Staff on 19 December as part of the Agency's work program for dependents. It is anticipated that [redacted] will work for three weeks before she returns to school. [redacted]

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